INDIANA SECRETARY OF STATE
IMAGING REQUEST FOR PROPOSALS
RFP 040-001

November 8, 2004

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IMAGING REQUEST FOR PROPOSALS

OVERVIEW The Indiana Secretary of State (SOS) desires to procure services to scan paper files in the Corporations section of the Business Services Division. The resulting images will be used in conjunction with a custom database application and with custom Web applications to provide access to the original source documents for SOS staff and customers.

These documents are used to fulfill legal requirements for filing with the SOS under the Indiana Business Corporation Law and Indiana Business Flexibility Act, among others. Copies of these documents are used for legal and financial transactions throughout and after the life of the business entity.

Creating an indexed, image database of these documents will assist the SOS in serving customers. Documents can be presented in a more timely manner, including 24 hour access via the Web. The database will also provide backup, additional security for the documents and reduce storage requirements.

A vendor will be expected to prepare 2.5 million to 3.5 million paper documents for scanning, scan the documents to TIF images and create index records for the images. In addition, the vendor will be asked to create index records for 1.2 million images that have previously been scanned.

The vendor will provide appropriate expertise, planning, resources and management to accomplish these tasks and other tasks related to the process. SOS personnel will work with the vendor in appropriate roles throughout the life of the project. The SOS will appoint a project manager from the office to be a key contact point for the vendor.

The images and index records will conform to standards necessary for interfacing with the SOS software and database, including file types, naming conventions, record layouts and other common standards. These standards will be provided by the SOS.

The vendor has the option of performing the work off-site or at the SOS facilities. Appropriate space and basic resources such as electrical power and network connections can be provided at the SOS facilities. *The SOS must have access to individual documents with a 24-hour turnaround for off-site documents or same day for on-site documents.*

Acceptable proposals will contain the information as outlined in the Proposal section found later in this document. **The proposal is due by 5:00 pm, December 30, 2004.**

In addition to this document, vendors will be given appropriate access to staff and site via an on-site visit, and question period to gather information necessary for creating the proposal. Please refer to the timeline found later in this document.

The SOS understands that a vendor may recognize alternative solutions to the tasks in this document, or may recognize additional tasks that should be performed. The SOS would welcome discussion, based on the vendors' experience, of alternative solutions and / or additional, appropriate tasks.

IMAGING PROJECT – OVERVIEW DIAGRAM

WEB APPLICATION

-Database searches
-Certifications
-Filings

VB APPLICATION

-Database searches
-Certifications
-Filings
-Image printing

#3
UPDATE
DATABASE
AND STORE
IMAGES

CORPORATIONS
SQL SERVER
DATABASE

CORPORATIONS TABLE

-Eli Lilly   190402-998
-General Motors 194502-500
-Swift Fans 200204050883

#1
SCAN PAPER
DOCUMENTS TO
IMAGE FILES

TRANSACTION TABLE

190402-998 Art of Inc 0023345
190402-998 Merger 0054100
190402-998 Amendment 1023455
194502-500 Art of Inc 100900
20020405883 Art of Org 234432

IMAGE INDEX TABLE

0023345 IMG100500.tif
0054100 IMG140900.tif
1023455 IMG200856.tif

WINDOWS
FILE SERVER

IMG200856.tif

IMG140900.tif

IMG100500.tif

#2
CREATE INDEX
RECORDS FOR
IMAGES

SOURCE DOCUMENTS   Paper documents are filed with the SOS by business entities pursuant to Title 23 of the Indiana Code. Each document represents a unique, legal transaction with the office and will be from one to many pages in length.   These documents are stored by the SOS for future reference. Copies of these documents are periodically requested by customers for use in legal and financial dealings.

Filings fall into the basic categories of the following:

> -Originating documents
> -Amendments
> -Mergers
> -Business entity reports

An example of an originating document would be Articles of Incorporation used to establish the business entity. Amendments might include a name change. Entity reports are filed on an annual or biennial basis to provide current information such as the entity address.

TRANSACTIONS   A computer database is used to track the business entities. Basic information for each filing is entered from the source paper documents. This information creates a transactions record within the computer database. The collection of transactions provides a history of the filings with the SOS office for each business entity. It also provides ready access to such information as the entity name, address, date of incorporation and other commonly requested information.

Each electronic transaction record in the computer database will have a corresponding source document, which will be one to many pages, within the paper file storage.

PAPER STORAGE   Most paper documents filed by a business entity are stored in manila folders referred to as "packets." Each business entity is assigned a unique number, known as the packet number, that identifies the business entity throughout its life. This number relates the physical packet to the computer database. Individual documents also reference the packet number.

Recent amendment documents have not yet been filed within the packets. Also, entity report filings are generally not stored within the packet.

BARCODES To provide accurate index records, the SOS proposes that barcodes be created for the documents. These barcodes would be based on information available within the database identifying the transaction related to the original paper document, such as an Articles of Incorporation document. These barcodes will contain sufficient information to tie the image(s) to a transaction record within the database.

The information necessary to create a barcode is available in each transaction record within the database. The SOS will assist the vendor in retrieving the appropriate information. The vendor will then create the barcode to be placed with the paper document(s) corresponding to each transaction.

The SOS envisions the barcode being created as an 8.5 x 11 sheet of paper or as a label. During document preparation, the paper would be placed in front of a set of paper documents representing a transaction and would then be scanned along with the documents. This barcode could then be read to create the index record. If feasible, bar code labels could be used.

The vendor is responsible for programming necessary to create and print the barcodes.

TRANSACTION CREATION Prior to 1987, electronic transaction records were not maintained in the computer database. This means that any transactions, such as a merger or amendments, filed with the SOS prior to 1987 will not have an electronic record. However, electronic transactions representing filings after 1986 are available within the computer database, and barcodes can be created directly with this information.
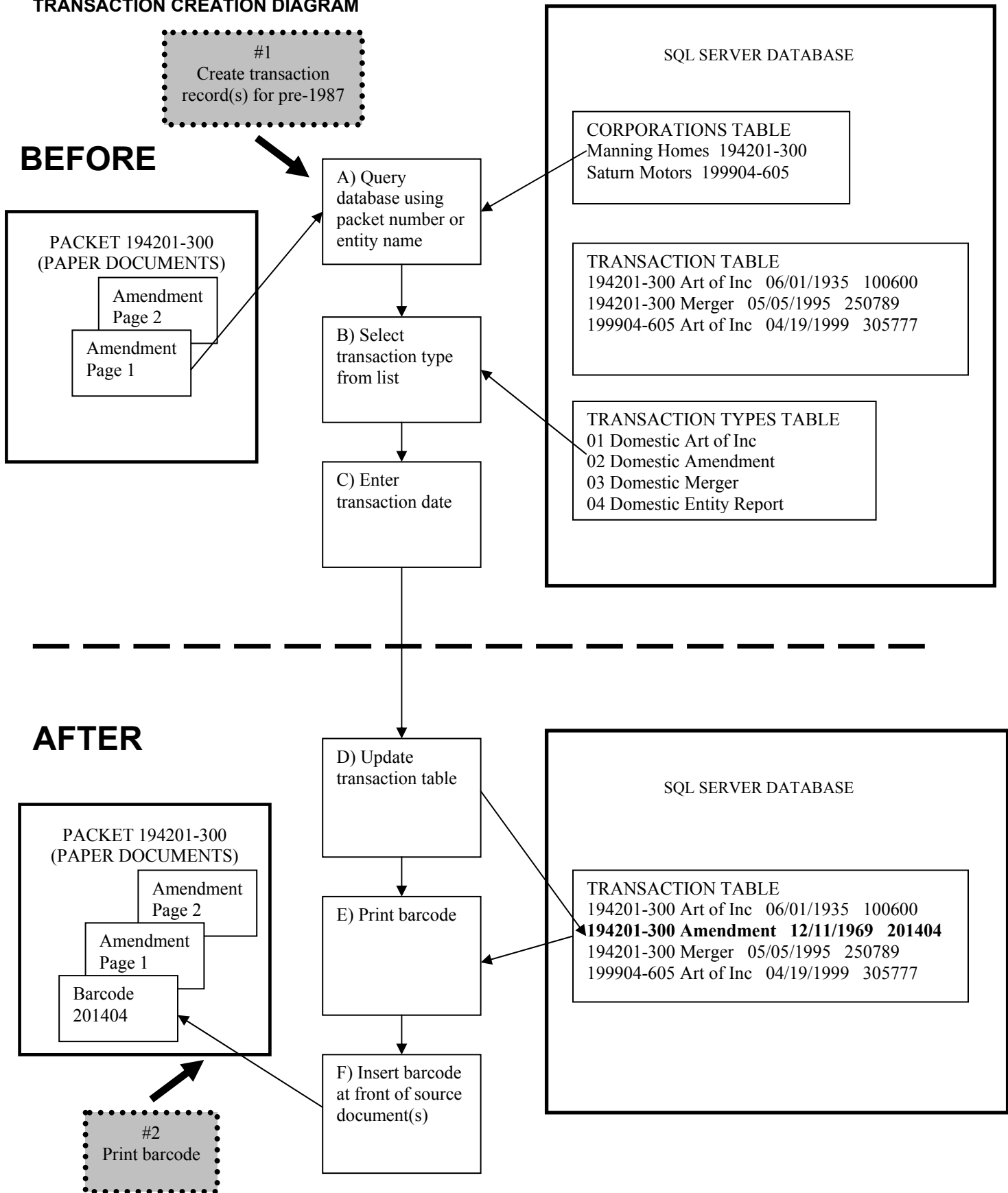
To provide the capability to create a complete set of barcodes for indexing and to increase the integrity and usefulness of the electronic database, the SOS would like to create electronic transactions in the computer database for pre-1987 filings. This could be done as part of the document preparation process.

Critical information, including packet number, transaction type, and transaction date, would be entered from the paper document into the computer database. Appropriate verification of the information entered could be performed using the computer database to increase accuracy. The electronic transaction record could then be used to create a barcode. This electronic transaction record would later be used as a reference point within the computer database for accessing the image index records.

The vendor is responsible for programming necessary to create and insert the transaction records into the computer database and to create the appropriate Windows directory structure for storing the images.

> OPTION: All paper documents filed prior to 1987 could be referenced as one transaction within the computer database. This would eliminate keying the information for each of these records. One barcode could be created programmatically to represent these documents as a group, and an appropriate transaction record could be programmatically entered into the database to be used as a reference point within for the image index records. The SOS office will entertain more than one proposal on this option by a vendor.

**IMAGING PROJECT –
TRANSACTION CREATION DIAGRAM**

#1
Create transaction
record(s) for pre-1987

BEFORE

SQL SERVER DATABASE

PACKET 194201-300
(PAPER DOCUMENTS)

Amendment
Page 2

Amendment
Page 1

CORPORATIONS TABLE
Manning Homes 194201-300
Saturn Motors 199904-605

A) Query
database using
packet number or
entity name

TRANSACTION TABLE
194201-300 Art of Inc   06/01/1935   100600
194201-300 Merger   05/05/1995   250789
199904-605 Art of Inc   04/19/1999   305777

B) Select
transaction type
from list

TRANSACTION TYPES TABLE
01 Domestic Art of Inc
02 Domestic Amendment
03 Domestic Merger
04 Domestic Entity Report

C) Enter
transaction date

AFTER

D) Update
transaction table

SQL SERVER DATABASE

PACKET 194201-300
(PAPER DOCUMENTS)

Amendment
Page 2

Amendment
Page 1

Barcode
201404

E) Print barcode

TRANSACTION TABLE
194201-300 Art of Inc   06/01/1935   100600
194201-300 Amendment   12/11/1969   201404
194201-300 Merger   05/05/1995   250789
199904-605 Art of Inc   04/19/1999   305777

F) Insert barcode
at front of source
document(s)

#2
Print barcode

DOCUMENT PREPARATION The documents to be prepped and scanned are the following:

PACKETS – Approximately 2.5 million to 3.5 million pages; these are the original source documents for the basic transactions performed with the SOS Corporations section.

BUSINESS ENTITY REPORTS – Approximately 100,000 pages; these are annual or biennial reports filed by business entities detailing items such as the current address of the entity.

Document preparation would include the following:

-SORTING – Sorting the documents into the correct sequence within a transaction.

-BASIC – Removing staples; preparing documents that will not feed.

-SIZE – Many documents are 8.5 x 14 inches. These need to be reduced to 8.5 x 11 inches to be compatible for printing. This can be done during preparation or during scanning.

-BARCODES – Inserting or applying barcodes for indexing.

The paper documents date back to at least 1884. An estimated 25% of the documents are two-sided.

The paper files contain packets for entities that are no longer active but only files for active entities will be scanned. The SOS computer database contains the information necessary to determine which files are active. Removing inactive files could be incorporated into the barcode process or in the document preparation process.

SCANNING The vendor will scan all paper documents to TIF images. The format of the image files and file name will conform to specifications required by the SOS computer application and database.

ACCESS TO PAPER FILES Customers will request copies of documents and the SOS will need access to the paper files during the scanning process. ***The SOS must have access to individual documents with a 24-hour turnaround for off-site documents or same day for on-site documents.***

The vendor will be required to create a process to ensure that the files can be made available with minimal interruption to both the daily work of the SOS office and to the project.

The vendor would be responsible for creating controls to ensure that documents removed from the scanning process for SOS use can be returned to the process for scanning and that duplicate scans are not created.
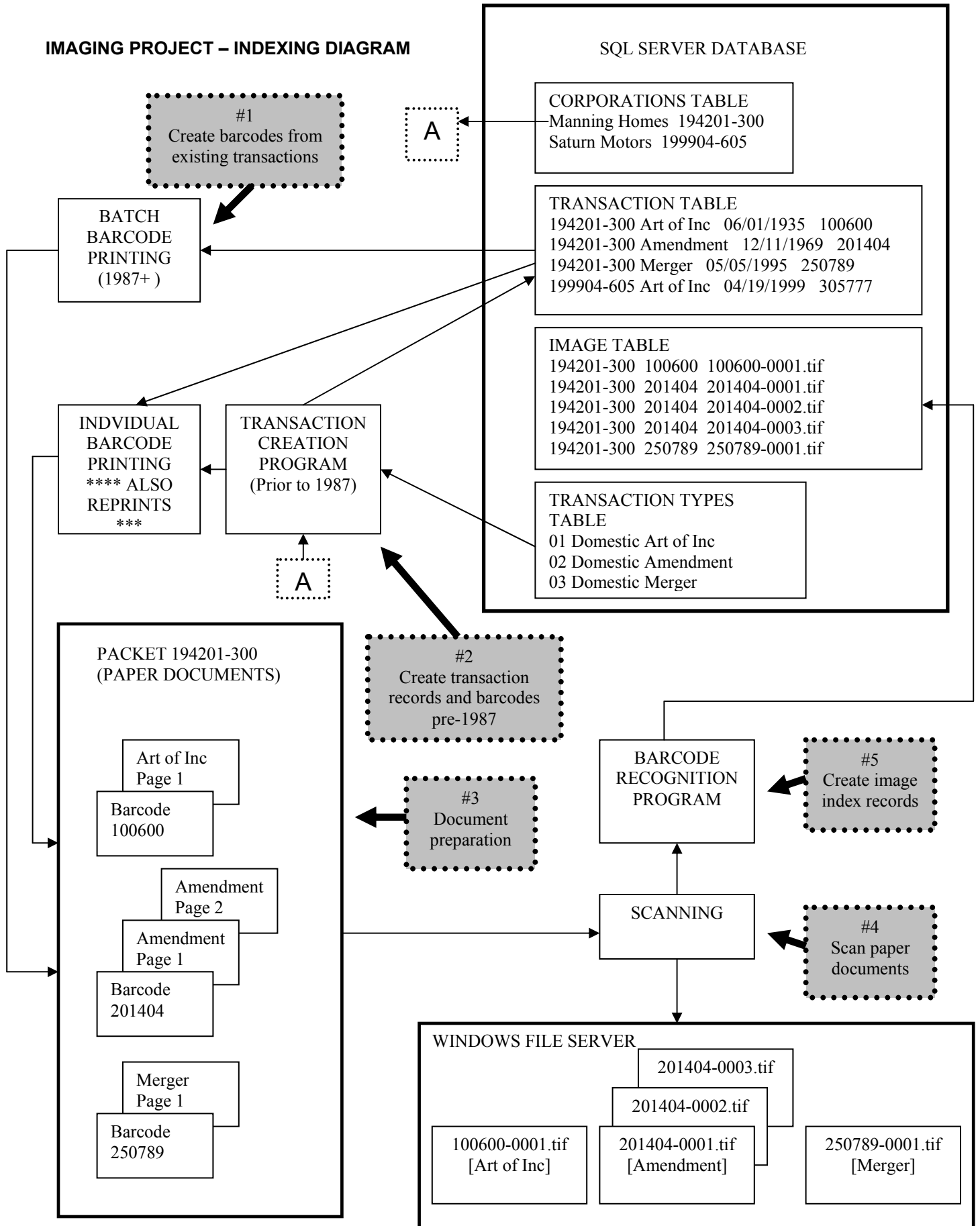
INDEXING The images from the scanning will require index records to allow access by the SOS custom database application and custom Web applications. These index records will be stored in a Microsoft SQL Server database and will enable the software to retrieve the appropriate image.

The SOS proposes that the barcodes imaged with each document be read programmatically to create the appropriate index records. These records will then be imported into the computer database.

In addition to creating index records for the images outlined above, index records must also be created for 1.2 million business entity reports (BER's) that have already been scanned. These images contain a barcode that contains part of the information necessary for indexing, but the barcode does not contain all data necessary to create the index. The barcode is not on each document but is a "header" barcode for groups of documents / images. The SOS envisions reading this barcode and using the information to partly construct the index.

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IMAGING PROJECT – INDEXING DIAGRAM

SQL SERVER DATABASE

#1
Create barcodes from existing transactions

A

CORPORATIONS TABLE
Manning Homes 194201-300
Saturn Motors 199904-605

BATCH BARCODE PRINTING (1987+)

TRANSACTION TABLE
194201-300 Art of Inc 06/01/1935   100600
194201-300 Amendment 12/11/1969   201404
194201-300 Merger 05/05/1995   250789
199904-605 Art of Inc 04/19/1999   305777

IMAGE TABLE
194201-300 100600 100600-0001.tif
194201-300 201404 201404-0001.tif
194201-300 201404 201404-0002.tif
194201-300 201404 201404-0003.tif
194201-300 250789 250789-0001.tif

INDVIDUAL BARCODE PRINTING **** ALSO REPRINTS ***

TRANSACTION CREATION PROGRAM (Prior to 1987)

TRANSACTION TYPES TABLE
01 Domestic Art of Inc
02 Domestic Amendment
03 Domestic Merger

A

PACKET 194201-300 (PAPER DOCUMENTS)

#2
Create transaction records and barcodes pre-1987

BARCODE RECOGNITION PROGRAM

#5
Create image index records

Art of Inc
Page 1

Barcode
100600

#3
Document preparation

Amendment
Page 2

Amendment
Page 1

Barcode
201404

SCANNING

#4
Scan paper documents

Merger
Page 1

Barcode
250789

WINDOWS FILE SERVER
201404-0003.tif
201404-0002.tif
100600-0001.tif [Art of Inc]
201404-0001.tif [Amendment]
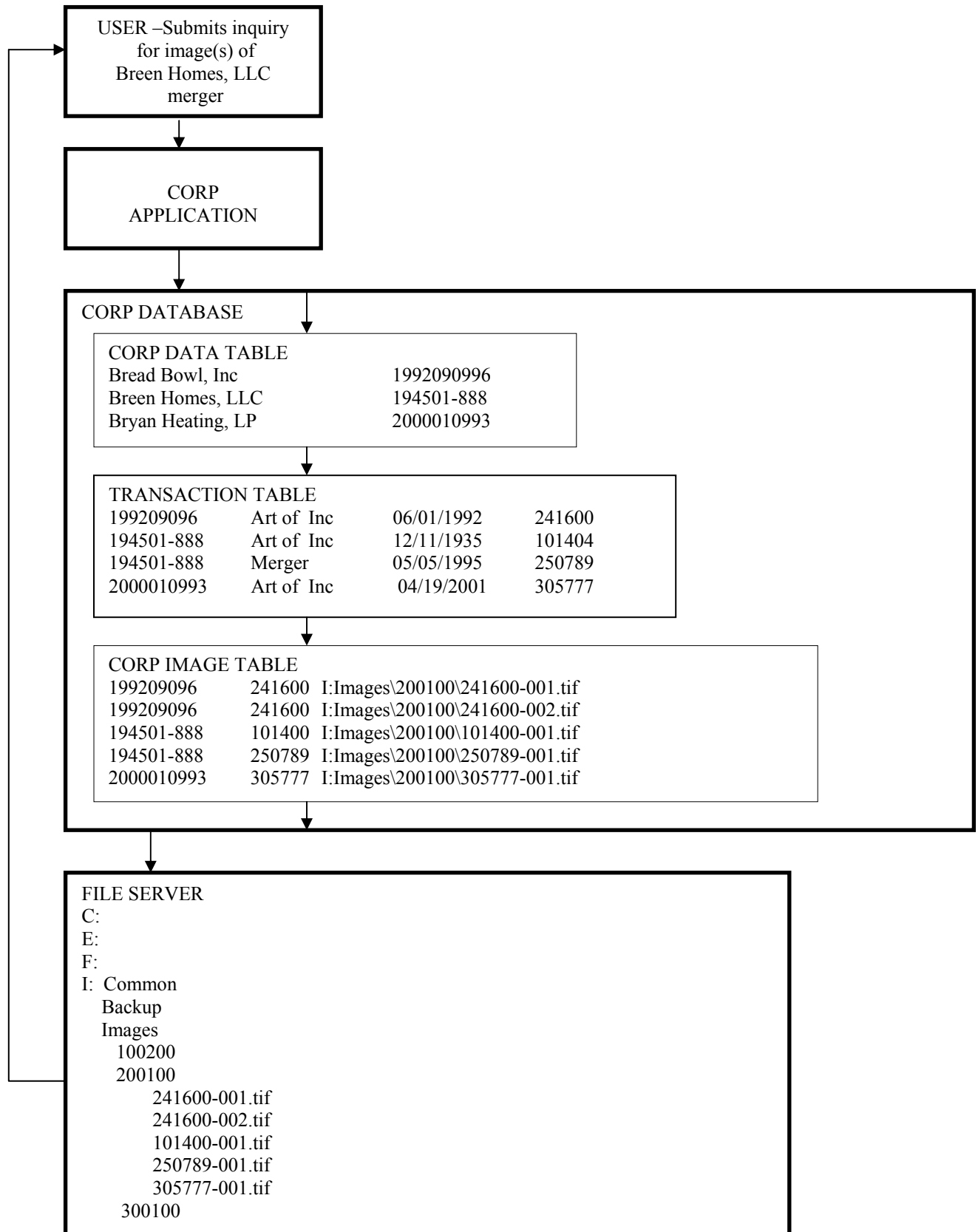250789-0001.tif [Merger]

USER ACCESS Users will access images via a custom VB application used by SOS staff or through Web pages for the general public.

The diagram on the next page (ACCESS TO IMAGES DIAGRAM) illustrates the basic relationship between the applications, the database tables, the data and the images.

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IMAGING PROJECT - ACCESS TO IMAGES DIAGRAM

```
┌─────────────────────────┐
│  USER –Submits inquiry   │
│     for image(s) of      │
│    Breen Homes, LLC      │
│         merger           │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│          CORP            │
│      APPLICATION         │
└─────────────────────────┘
             │
             ▼
```

CORP DATABASE

CORP DATA TABLE
Bread Bowl, Inc	1992090996
Breen Homes, LLC	194501-888
Bryan Heating, LP	2000010993

TRANSACTION TABLE
199209096	Art of Inc	06/01/1992	241600
194501-888	Art of Inc	12/11/1935	101404
194501-888	Merger	05/05/1995	250789
2000010993	Art of Inc	04/19/2001	305777

CORP IMAGE TABLE
199209096	241600	I:Images\200100\241600-001.tif
199209096	241600	I:Images\200100\241600-002.tif
194501-888	101400	I:Images\200100\101400-001.tif
194501-888	250789	I:Images\200100\250789-001.tif
2000010993	305777	I:Images\200100\305777-001.tif

FILE SERVER
C:
E:
F:
I: Common
  Backup
  Images
    100200
    200100
        241600-001.tif
        241600-002.tif
        101400-001.tif
        250789-001.tif
        305777-001.tif
    300100

QUALITY CONTROL The vendor will be responsible for creating appropriate controls to ensure the project meets all stated goals. This will include, but is not limited to the following:

      -All images are scanned.
      -All images are correctly indexed.
      -All images are legible.
      -All standards set by the SOS are maintained.

The vendor will be responsible for creating a quality control system that can be monitored by both the vendor and the SOS.

The SOS desires to have a subset of completed images and index records available early within the scanning process. These records and images will be imported into the computer database to verify the integrity of the process. The SOS desires to have subsequent subsets of completed images and index records made available throughout the project, at agreed upon intervals.

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RFP TIMELINE The following timeline will be used for this RFP. At the conclusion of the evaluation process all respondents will be informed of the evaluation team's findings. All deadlines are 5:00pm unless otherwise indicated.

RFP released   November 8, 2004
Inquiry period 1 ends   November 22, 2004
Inquiry period 1 responses to vendors   November 30, 2004
On-site visit   December 3, 2004 9:00am
Inquiry period 2 ends   December 10, 2004
Inquiry period 2 responses to vendors   December 17, 2004
Proposal submission date   December 30, 2004
Request for best and final offer (if needed)   January 7, 2004
Submission of best and final offers (if needed)   January 21, 2004
Notification of selection   14 days after final submission

> *The proposal is due by 5:00 pm, December 30, 2004.*

VENDOR INQUIRY PERIODS During the Inquiry periods, vendors are allowed to submit questions concerning the RFP and the project in writing, via paper or email, to the SOS. All questions will be evaluated by the SOS and appropriate responses will be collected and returned to the vendors. Every question by every vendor, along with the answers, will be supplied to each of the vendors.

Written inquiries from vendors during Inquiry Period 1 will be accepted from November 8, 2004 to November 22, 2004. *Inquiries during Inquiry Period 1 are due by 5:00 pm, November 22, 2004.*

Written inquiries from vendors during Inquiry Period 2 will be accepted from November 23, 2004 to December 10, 2004. *Inquiries during Inquiry Period 2 are due by 5:00 pm, December 10, 2004.*

All questions received by the deadline will be answered and posted to the office website (www.sos.IN.gov) on or before the Inquiry response dates listed above. In addition, vendors may request an information packet containing all inquiries to be returned via mail or email.

Inquiries may be submitted to the following:

    Indiana Secretary of State
    Attn: Chief of Staff
    200 W. Washington Street, Room 201
    Indianapolis, IN 46204

            -OR-

    dneal@sos.in.gov

            -OR-

    Fax: 317.233.3283.

The SOS will not respond to verbal inquiries by vendors.

VENDOR ON-SITE VISIT All vendors are invited to visit the SOS facilities on December 3, 2004 at 9:00 am. There will be a question and answer period between the SOS and vendors, followed by a period for vendors to physically evaluate the documents and facilities. A question and answer session will also follow the evaluation of the documents.

For convenience, vendors are asked to submit an email or letter indicating their intention to attend the site visit along with the number of attendees from their organization so that adequate accommodations can be made. However, it is not required to submit this information to attend the on-site visit.

Attendees should report to the following location:
> Indiana Secretary of State, Securities Division
> Indiana Government Center South
> 302 W. Washington, Room E111
> Indianapolis, IN 46204

PROPOSAL SUBMISSION REQUIREMENTS *Each written proposal submission shall be received no later than 5:00pm on December 30, 2004.* Each respondent must submit one original and four copies of the proposal and any related documentation. A complete copy must also be provided on a 3 ½" diskette and/or CD-ROM. No more than one proposal per respondent should be submitted.

Each proposal should contain the following components:
- Transmittal letter indicating point of contact for the company
- Business proposal, including pricing, references, and economic impact for the state of Indiana
- Technical proposal

The proposal should be sent or delivered to the following address:
> Indiana Secretary of State
> Attn: Chief of Staff
> 200 W. Washington Street, Room 201
> Indianapolis, IN 46204

PROPOSAL EVALUATION Proposal (and best and final offer, if needed) submissions will be evaluated by a team of appropriate staff from the Secretary of State's office.

Proposals will be evaluated based on the following:
- Technical proposal 50%
- Price 30%
- Business proposal (including economic impact for the state of Indiana) 20%

STATISTICS

The following are estimates of volume:

Active business entities (packets)   275,000
Total filings (transactions)   780,000
% of two-sided documents   25%

SOS COMPUTER ENVIRONMENT

-Microsoft SQL Server 6.5
-Custom VB 6.0 application
-Microsoft XP desktops
-Windows 2000 database server
-Windows 2003 Network Attached Storage server

SOS STANDARDS Standards will include, but are not limited to:

- Image resolution
- Image type and format
- File naming convention
- Index record layout
- Directory structure for image files

CONTRACT NEGOTIATIONS After a respondent is selected, contract negotiations will commence. The contract will be based primarily on the required clauses of the State as indicated in the State boilerplate contract. If at any time contact negotiation activities are judged to be ineffective by the SOS, the SOS will cause to cease all activities with that respondent and begin contract negotiations with the next highest ranked respondent.

CONFIDENTIAL INFORMATION   Respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq*., and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The respondent must also specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality**.**

STATE OF INDIANA OBLIGATIONS The State of Indiana accepts no obligations for costs incurred by respondents in anticipation of being awarded a contract.

The State of Indiana creates no obligation, expressed or implied, by issuing this RFP or by receipt of any responses submitted pursuant hereto. The award of any contract(s) as a result of this RFP shall be at the sole discretion of the SOS. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

SECRETARY OF STATE REGISTRATION In accordance with IC 5-22-16-4, before a respondent can do business with the State, the respondent must be registered with the Indiana SOS. If a respondent does not have such registration at present, the respondent should contact the following:

Secretary of State of Indiana
Corporation Division
302 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576

for the necessary application form.

AMERICANS WITH DISABILITIES ACT The respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* And 47 U.S.C. 225).

APPENDIX

APPENDIX A – IMAGE TABLE LAYOUT This is the format Corp_Image table in the Microsoft SQL Server 6.5 Corporations database and is included for reference. This table is used to store the location of the image files to be used when retrieving image files from the Windows directories on the file server.

Table name: Corp_image

Original_Cn	16	varchar
DCN	16	varchar
ImageSeqNumber	4	int
VolumePathId	4	int
Subdirectory	128	varchar
Filename	128	varchar

APPENDIX B – TRANSACTION TABLE LAYOUT This is the format Corp_filing table in the Microsoft SQL Server 6.5 Corporations database and is included for reference. This table stores the information relating to the legal and computer transactions.

Table name: Corp_Filing

DCN	16	varchar
Original_CN	16	varchar
Filing_Type_id	2	smallint
Entry_Date	8	datetime
Effective_Date	8	datetime
Comment	254	varchar
Affected_DCN	16	varchar
Create_User	16	varchar
RctNumber	7	varchar
Legacy	1	tinyint